



## Clark County Building Department

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<b>Division:</b>	Building Inspection / Plans Exam/Administration	<b>Policy &amp; Procedure</b>	BD-PP-143
<b>Subject:</b>	Special Inspection / Structural Observation	<b>Effective Date:</b>	01/17/2013
<b>Code:</b>	Clark County Building Administrative Code (BAC) section 22.02.435 and 22.02.510	<b>Revised Date:</b>	New

### A. POLICY

The building inspector shall verify that required special inspections and structural observations have been reported successfully completed by the Quality Assurance Agency (QAA) and Structural Observer prior to approving an inspection for an item that requires special inspection and/or structural observation. The QAA inspection shall be an approved inspection unless otherwise detailed in this procedure.

### B. PROCEDURE

Section 22.02.035 of the Clark County Building Administrative Code (BAC) requires inspections by the Building Division and section 22.02.510 requires special inspections by the Quality Assurance Agency (QAA). When required, structural observation, as outlined in IBC section 1710 and TG-10, will be indicated on the special inspection agreement.

#### Called Inspections

1. Upon arrival on the jobsite, the building inspector shall locate permits, approved plans, Quality Assurance Agency Special Inspection Agreement (SIA), and the QAA inspection book. The QAA inspection book shall contain a copy of the SIA, a list of approved special inspectors, daily special inspection reports, Non-Compliance Reports (NCR), Record of Correction Reports (ROC) and area acceptance reports.
2. Prior to performing an inspection, the building inspector shall review the SIA, approved plans, and the special inspection book. The special inspection book will be reviewed to determine the status of the special inspections performed. The building inspector shall read the daily reports and any NCRs and determine if the area requested for inspection has had the required special inspections documented and if there are any open NCRs. An NCR is considered open until a corresponding ROC is written to clear the non-compliant issue(s). An area acceptance report issued by the special inspector or QAA engineer is required to perform a required inspection as specified below.
3. If special inspection is required for a given element in the construction and there are no daily special inspection reports available for the area requested for inspection, then the building inspector shall not perform the requested inspection and shall disapprove the inspection.
4. If the daily special inspection reports indicate that there is an open NCR for the area of the requested inspection, then the building inspector shall not perform the requested inspection and disapprove the inspection.

#### Exception:

- 1) A building inspector may perform an inspection and approve with exception (AE) when the NCR is limited in scope. The AE inspection result shall clearly state the area approved and will not include the area for which the NCR is issued.
- 2) NCR's issued for failure of concrete or mortar strength are to be identified to the

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Engineering and Inspection Manager who may authorize construction to proceed while awaiting further testing.

5. If the daily special inspection reports cover the area of the requested inspection and there are no open NCRs, then the building inspector shall perform the requested inspection. The special inspection does not take the place of the building inspection.
6. The building inspector shall be aware of all open NCRs and not approve construction which will allow noncompliant work to be covered or concealed.
7. The building inspector is responsible for writing and maintaining enforcement actions in accordance with policy and procedure PP-040. Any enforcement action related to the QAA shall be referred to Engineering Services for administrative action.

#### **Mix Designs and Material Test Reports**

1. Concrete and grout mix designs that exceed a specified compressive strength of 2500 psi are to be reviewed and accepted by the responsible Registered Design Professional. The reviewed and accepted designs are submitted to CCBDD to become part of the approved construction documents. Approved mix designs are required at the construction site prior to concrete or grout placement. These mix designs are used by the special inspector to confirm the delivered materials as evidenced by the batch ticket.
2. Materials required to be sampled and tested in accordance with IBC Chapter 17 are to be noted in the daily special inspection reports. Test results are to be reviewed by the special inspector. Where testing reports confirm compliance to the approved construction documents, no action by the building inspector is required.
3. A non-compliance report issued by the special inspector based on material testing shall be reviewed by the building inspector. The building inspector shall evaluate the NCR relative to Called Inspection procedure.

#### **Required and Repetitive Called Inspections**

1. An area acceptance report shall be received from the special inspector prior to approval of any required inspection which would cover or conceal any material which requires special inspection. The area acceptance report is notice that special inspection and material testing activities for a particular material are complete and any NCR issues are resolved. Area acceptance reports may be issued for portions of a structure to facilitate required or repetitive called inspections performed by the building inspector such as framing, lath, and building partial finals. A pad certification, issued by the QAA engineer prior to foundation inspection, is a special case of an area acceptance report.
2. The building inspector is required to review area acceptance reporting prior to performing a required inspection. An area acceptance report is necessary for each construction material subject to special inspection and within the scope of the required inspection.
3. If the material specified in the area acceptance report is to be covered or concealed and is inclusive of the requested required or called inspection, the building inspector is to perform the requested inspection.
4. If the material specified in the area acceptance report is to be covered or concealed and is not inclusive of the requested required or called inspection, the building inspector is not to perform the inspection and shall disapproved the inspection.

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### Structural Observation

Structural observation is likely on complicated or large projects. Structural observation is not likely to be performed by the same firm which is providing special inspection services. Structural observation will be performed by a licensed design professional in accordance with an approved structural observation plan. Reports are distributed in accordance with Technical Guideline 10.

### Final Inspection

1. A clearance is placed in the inspection sequence to receive and accept the special inspection final report and structural observation final report. These clearance items must be approved prior to the final building inspection.

The clearance is placed in the required inspection sequence by an administrative staff member based upon a report generated for this purpose after permit issuance.

### Revision History:

<b>POLICY #</b>	<b>TITLE</b>	<b>Effective Date</b>	<b>Revised</b>	<b>Reviewed</b>
BD-PP-143	Special Inspection / Structural Observation	01/17/2013	New	

Approved by:

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